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*Office Memorandum* • UNITED STATES GOVERNMENT 5-8606

TO : Chief, Planning and Coordinating Staff, OO      DATE: 30 July 1954

FROM : Chief, Foreign Documents Division, OO

SUBJECT: Internal Training in Foreign Documents Division, FYs 1954 and 1955

REF. : Memo for Ad/O et al from Director of Training, dated 21 July 1954;  
subject: "Non-OTR Training."

1. Aside from "on the job training" and various management training devices which come under that category, Foreign Documents Division conducts only language training in tutorial type courses. The economy of this effort has been demonstrated in enabling the Division to adapt instruction to exactly fit the needs of our type of work and thus reducing to a minimum the time necessary to form actual producing linguists.

2. Typical of the courses are the following:

a. Russian Course: Three months in duration, divided into two stages, the first taking two months and the second one month, eight hours per day. Trainees work with an instructor who devotes one hour per day to their training. If more than two trainees are involved, the instructor devotes half or full time to training. Instruction is individual, as trainees normally start at different times. Stage I is devoted to study of Bondar's Simplified Russian Method, Seventh Edition. Examinations are given at about three-week intervals. Stage II is devoted to actual production, the trainee translating or exploiting periodicals. Four weekly examinations are given. Upon failure to qualify on any of the above examinations, trainees are subject to being dropped from training. Upon completion of the three-month course, trainees are expected to qualify on the FDD standard examination. Upon doing so, they may be promoted from trainee status.

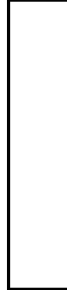
b. Chinese Course: About one year in duration, divided into three stages, the first taking three months, the second two and a half months, and the third having no definite time limit. Stage I is devoted to study of Brandt's Introduction to Spoken Chinese, and Chan's Elementary Chinese, and drawing of characters with proper stroke order. Twelve weekly examinations are given. Stage II continues study of Brandt through Lesson 25, and introduces the trainee to use of Mathew's dictionary and translation of periodical materials. Ten weekly examinations are given. In Stage III trainees are on actual production and are promoted from trainee status when they qualify on the standard FDD examination. Experience has so far shown that the average trainee takes from four to five months to complete this stage. Other conditions are the same as the Russian course.

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3. During FY 1954 the following were trained:

Arabic  
Bulgarian  
Chinese  
Hindi  
Persian  
Polish  
Russian  
Serbo-Croatian  
Turkish

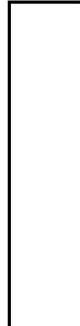


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This required five instructors on a part time basis and occasional conferences of students with appointed counselors. In addition, a course in Japanese was conducted for personnel outside FDD at the request of OTR.

4. The following, known at this time, will receive such training in FY 55:

Albanian  
Arabic  
Bulgarian  
Chinese  
Hindi  
Hungarian  
Indonesian  
Persian  
Russian  
Turkish



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